

Children's Medication Policy

Aim

Our centre aims to provide to the best quality of care our ability for children who are on medication as well as care for children who have ongoing illnesses. We also aim to provide to the best of our ability medication to prevent a child having an episode but also administer medication if such an episode occurs in compliance with Australian medical standards and practices.

Administering medication should be considered a high-risk practice. Authority must be obtained from a parent or legal guardian before Educators administer any medication (prescribed or non-prescribed). Families place a high level of trust and responsibility on Educators/carers when they are administering medication to children, or observing older children self-administer. Services should ensure that their policy and practices regarding medications meet **Legislative Requirements** and that the service seeks additional medical advice or opinion as needed. It is crucial that Educators have some form of professional development training or knowledge of administering medications, in addition to first aid qualifications to ensure that an adverse reaction to medication can be dealt with quickly and responsibly.

Implementation

- This Medication Policy reflects the following principles:
 - Safe principles and practices to administer medication;
 - Hygiene practices;
 - An acute attention to detail;
 - The maintenance of accurate records;
 - Up to date professional development knowledge of administering techniques;
 - First aid qualifications;
 - Licensing and/or **Legislative Requirements**;
 - Recommended advice and practices from a medical source;
 - Open communication between Educators/carers, families and children; and
 - The accountability of Educators/carers when administering medication.
- The basic principles of medication administration will be adhered to at all times in the service. These basic principles are the first steps in ensuring that medication is administered safely to children. The five principles ensure that:
 - the right child;
 - the right medication;
 - the right dose;
 - the right method;
 - Given and recorded at the right date and time; and the correct expiry date of the medication.
- Medication can only be administered when the Medication register/form has been completed and it contains the following details:
 - The child's name.
 - Identification of medication.
 - Purpose of Medication.
 - Required dosage of medication.
- At our centre, medication will be administered to a child by an Educators. When medication is being self-administered, children are supervised by Educators.
- Our centre will endeavour to ensure that Educators are witnessed by another person when administering medication to children.
- It is understood by Educators, children and families that there is a shared responsibility between the service and other stakeholders that the Medication Policy and procedures are accepted as a high priority.
- In meeting the service's duty of care, it is a requirement under the Occupational Health & Safety Act that management and Educators implement and endorse this policy.
- All medication kept at the centre will be securely placed on the highest shelf in the fridge in a childproof container.
- Our centre reserves the right to contact a health care professional if Educators are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.

Prescribed medication

- Our centre will only administer prescribed medication if it is proscribed by a recognised health professional for the child.

Prolonged use of medication

- Our centre will only administer medication (prescribed or not) over a long period if it is prescribed by a recognised health professional for the child.
- The medical prescription must include advice which outlines:
 - The condition being treated.
 - The purpose of the medication.
 - Instructions on its administration.
 - Side effects to look out for.
 - An outline of the emergency care plan if needed.

Non-prescribed medication

- Our centre will not administer non-prescribed/ over-the-counter medication excluding children's Panadol or Nurofen. Children's Panadol, Nurofen will only be administered in accordance with parent's direction and written consent. The administration of non-prescribed medication will be in accordance with manufacturer's direction, unless otherwise counter directed by the child's parent/guardian.

No medication will be given out if these guidelines are not followed.

Legislative Requirements

- Children and Young People Standards 2009 (No 1).
- Poisons and Therapeutic Goods Act 1996
- Public Health Act 1991
- Occupational Health & Safety Act 1989
- National Childcare Accreditation Council

Who is affected by this policy?

- Children and Families
- Educators and Management
- Visitors
- Review: This policy will be reviewed annually. The review will be conducted by:
- Management and Employees
- Interested Parties (including Families, NSW Early Childhood Education and Care Directorate Department of Education and Communities, ACECQA etc.)

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Last Reviewed: January 2020

